

ESSEX REGIONAL RETIREMENT SYSTEM JOB POSTING

The Essex Regional Retirement System is seeking a **Membership Coordinator**. The Membership Coordinator will be responsible for the administration of member annuity accounts, including the timely posting of monthly contributions, and the enrollment of new members. The Membership Coordinator will also manage the electronic deposit of payments made to the retirement system.

The starting salary for this position is \$70,000. This is a salaried/exempt position with the potential for limited remote working.

In addition to the posting of deduction reports, the enrollment of new members and the deposit of payments, the Membership Coordinator will also perform the following essential duties:

- Ensure that member installment plan payments are identified and appropriately credited to the member's annuity savings account.
- Manages the distribution of annual statements to all active and inactive members.
- Under the direction of the Deputy Executive Director, completes the annual salary survey for submission to PERAC no later than October 31st each year.
- Ensure that members with prior service in another Massachusetts retirement system have their former accounts transferred to ERRS and post these payments to the proper member annuity savings account.
- Provides notice to Group 4 members as necessary regarding mandatory retirement regulations.
- Responsible for the annual notice to inactive members regarding Required Minimum Distributions.

A complete job description is available upon request. Qualifications for this position are:

- A minimum of three years of administrative experience in a professional office environment required. Previous executive support experience preferred.
- Excellent verbal and written communication skills required.
- Experience with Microsoft Office, particularly Word and Excel required.
- Strong organizational skills required.

ERRS office hours are Monday through Friday, 8:30 a.m. to 4:30 p.m.

Interested candidates should send their resume to Charles E. Kostro, Executive Director, at ckostro@essexrrs.org. Only electronic submissions will be accepted for this position. Interviews will begin immediately, and the position will remain opened until filled.

ERRS is committed to a policy of Equal Employment Opportunity and does not discriminate against applicants or employees based on race, color, religion, creed, marital status, sexual orientation, national origin or ancestry, ethnicity, gender, gender identity, age, pregnancy, disability or handicap, genetic information, military service or veteran's status, or any other characteristic protected by law. A background and reference check may be performed.